Subject: Reminders for Processing 2014 Time and Leave and Leave Pool Donations

Audience: HR Directors, Time and Leave Administrators

The SCEIS Time Team would like to provide the following reminders regarding the clean-up of time and leave entries for 2014 as well as processing leave pool donations.

Time and Leave Reminders:
- Leave rollover occurred on December 31, 2014
- Changes can be made to time and leave after the rollover occurs
  - Once the time evaluation/leave transfer programs run overnight, the records will be adjusted appropriately based on the changes
- The Payroll gate comes down for 2014 on January 26, 2015
  - The last business day for changes without lifting the gate is January 23, 2015

In order to reconcile time and leave records, please use the following reports:
- Missing Time and Unapproved Time Report – ZHRMTR
- Time Collision Report – ZHRTCR
- Unapproved and Stuck Leave Report – ZHRUAL
- Time Evaluation Messages Report – PT_ERL00
- FMLA Exception Report (provided by SCEIS weekly)
- Unapproved Working Time only – CATS_APPR_LITE

Guidelines for Leave Pool donations are as follows:
- Donations for year-end should use a date no later than 12/31 of the year-end
  - Can be keyed in 2015 with a 12/31/2014 effective date
- Only use leave from the Annual Leave or Sick Leave balances – never use "rollover" or "forfeit" balances
- Once the time/leave programs run overnight, the leave records will be adjusted accordingly

Please refer to the following uPerform documents for assistance with how to use these transactions and reports:

ZHRMTR Missing Time Report
ZHRMTR Unapproved Time Report
ZHRTCR Time Collision Report Miniguide
PT_ERL00 Time Evaluation Messages
CATS_APPR_LITE Approve or Reject Working Time
PA30 Transfer Hours from an Employee to the Leave Transfer Pool
PA30 Transfer Hours from the Leave Transfer Pool to an Employee
PA30 Restore Hours to the Leave Transfer Pool

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: http://www.sceis.sc.gov/requests/.